

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Monday, February 7, 2011

6:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**** Please Note Time ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of January 3, 2011.

Communications

1. Communication from Supervisor Krueger re: Request the Human Services Department report their amount of County patient revenue each month (or at least quarterly) to the Human Services Committee and to eliminate the "fund balance" account. When funds are needed the County Board should be voting to pay these bills. *Held until February meeting.*
2. Communication from Supervisor Vander Leest re: Request to move the Budget & Project Analyst position under the County Board jurisdiction to work on future taxpayer savings in budget preparations. *Held until February meeting.*
3. Communication from Supervisor Buckley re: To review at the next Public Safety Committee incentives and penalty for the time of completion in reference to the S & L Building. *Held until February meeting.*
4. Communication from Supervisor Evans re: If there is no purchase, lease, or functional use of the old Mental Health Center by June 1, 2011 the facility will be torn down/razed. *Referred from December Executive Committee meeting.*

Legal Bills

5. Review and Possible Action on Legal Bills to be paid.

Reports

6. County Executive Report.
7. Internal Auditor Report.
 - a) County-wide Chart of Organization
 - b) Other.
8. Board Attorney Report.
 - a) Labor Negotiations.

Vacant Budgeted Positions (Request to Fill)

9. Circuit Court – Court Coordinator (vacated 01/03/11).
10. Corporation Counsel – Lead Staff Attorney (will vacate 04/15/11).
11. Human Services – Economic Support Specialists (2 vacancies) (vacated dates of 1/24/11 & 2/14/11).
12. Human Services – Social Worker/Case Manager (vacated 1/10/11).
13. Veterans Services – Clerk Typist I (vacated 12/31/09).

Resolutions, Ordinances

14. Resolution re: To Authorize Aging and Disability Resource Center to Purchase Commercial Building at 331 South Adams Street, Green Bay, Wisconsin.

Closed Session

15. A closed session may be held pursuant to Wis. Stat. s. 19.85(1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (ADRC)

Other

16. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, January 3, 2011 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima
Also Present: Tom Hinz, Fred Mohr, Debbie Klarkowski, Bill Dowell, Brian Lamers, Chuck Larscheid, Brian Shoup, Jenny Hoffman, Tim Schmitt, John Zakowski, Media

- I. **Call Meeting to Order:**
The meeting was called to order Chair Mary Scray at 5:33 p.m.
- II. **Approve/Modify Agenda:**

Motion made by Supervisor DeWane, seconded by Supervisor Erickson to approve the agenda. **MOTION APPROVED UNANIMOUSLY**
- III. **Approve/Modify Minutes of December 6, 2010:**

Motion made by Supervisor Lund, seconded by Supervisor Evans to approve. **MOTION APPROVED UNANIMOUSLY**

Communications:

1. Communication from Supervisor Krueger re: Request the Human Services Department report their amount of County patient revenue each month (or at least quarterly) to the Human Services Committee and to eliminate the "fund balance" Account. When funds are needed the County Board should be voting to pay these bills. *Motion at December meeting: To hold for the presence of Supervisor Krueger:*

Motion made by Supervisor DeWane, seconded by Supervisor Evans to hold until February meeting. **MOTION APPROVED UNANIMOUSLY**
2. Communication from Supervisor VanderLeest re: Request to move the Budget & Project Analyst position under the county Board jurisdiction to work on future taxpayer savings in budget preparations. *Referred from November County Board:*

Motion made by Supervisor Lund, seconded by Supervisor DeWane to hold until February meeting. **MOTION APPROVED UNANIMOUSLY**
3. Communication from Supervisor Theisen re: Request that all new administrative employees contribute to the Retirement System. *Referred from December County Board:*

Supervisor Erickson stated that he spoke with Supervisor Theisen (unable to be present) who has requested the committee consider a 2 ½% contribution from newly hired administrative employees to the retirement system. Erickson indicated that the State is looking at a 5% contribution.

Supervisor DeWane asked Attorney Mohr if this is an issue which should be negotiated and Mohr replied that negotiation is not necessary with new hires, however, existing employees and union employees would require negotiation. He indicated, however, that action could be taken which would require a contribution for new hires.

DeWane stated he was not in favor of this action as it would mean employees would be treated differently. Supervisor Erickson asked that the matter be referred to a closed session with the County Board and that the Human Resource Director provide specific numbers.

(Supervisor Zima arrived at 5:37 p.m.)

Motion made by Supervisor Erickson, seconded by Supervisor DeWane to receive and place on file until the next County Board meeting.

Ms. Klarkowski indicated she has put together dollar amounts which report what it costs the County each year for employee/employer contribution to the retirement fund, separated by general category and protective services.

Supervisor Zima indicated that at the present time employees make no contribution to this fund, that it is totally County funded, which is different from the City of Green Bay who has approved an employee contribution. At the least, Zima recommends that new hires be required to pay a 2 ½% contribution

Motion made by Supervisor Zima, seconded by Supervisor Brunette to approve the request made by Supervisor Theisen that new hires contribute 2 ½% to the retirement system.

MOTION TO RECEIVE AND PLACE ON FILE WITHDRAWN

Supervisor DeWane stated he would vote no to this request until he had time to review information from HR and until it was discussed by the full County Board.

Vote on Motion to approve the request by Supervisor Theisen that new hires contribute 2 ½% to the retirement system.

Ayes: Brunette, Evans, Erickson, Lund, Zima, Scray

Nays: DeWane

Attorney Mohr informed the committee of the following numbers:

Employee Contribution:

- General Employees - 5%, with a benefit adjustment of .9%, or a total contribution of 5.9%.
- Protective Service Employees -5% contribution with no benefit adjustment
- Elected Officials – 3%
- Teacher (Syble Hopp) same as general employment – 5% with a benefit adjustment of .9%

Employer Contribution:

- General Employees – 4.5% (total 10.4%)
- Protective Service – 8.1%, plus an additional 3.6% on disability, or a total of 15.7%

As of 2011, Mohr indicated these numbers will increase.

Motion amended by Supervisor Lund, seconded by Supervisor Erickson that new administrative hires pay the total employee contribution 5.9%)

Ayes: Brunette, Evans, Erickson, Lund, Zima, Scray

Nays: DeWane

MOTION APPROVED

4. **Communication from Supervisor Buckley re: To review at the next Public Safety Committee incentives and penalty for the time of completion in reference to the S & L Building. *Referred from December County Board:***

Motion made by Supervisor Lund, seconded by Supervisor Erickson to hold until February meeting. MOTION APPROVED UNANIMOUSLY

Legal Bills:

5. **Review and Possible Action on Legal Bills to be paid:**

Attorney Mohr indicated that at the December meeting payment of all legal bills were held, however, the intent was only to hold those of Michael Best. He asked that bills from his office be approved for payment.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to pay existing legal bills of Attorney Fred Mohr, and refer those of Michael Best to the Closed Session to follow. MOTION APPROVED UNANIMOUSLY

Reports:

6. **County Executive:**

Regarding discussion in #3 above, Executive Tom Hinz asked that the committee take a total look at all employees as it relates to contribution to the retirement system, not only administrative employees.

- a. **Budget Status Financial Report for November 2010:**

Motion made by Supervisor Erickson, seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY

7. **Internal Auditor Report:**

- a. **Budget Status Financial Report for November 2010:**
b. **2011 Audit Plan – Work Completed:**
c. **Other:**

Internal Auditor, Sara Perrizo, was unable to be present due to illness.

Motion made by Supervisor Lund, seconded by Supervisor DeWane to receive and place on file #'s 7a, b, and c.

MOTION APPROVED UNANIMOUSLY

8. **Board Attorney Report:**

- a. **Labor Negotiations:**

Motion made by Supervisor Evans, seconded by Supervisor Erickson to refer to the Closed Session below.

MOTION APPROVED UNANIMOUSLY

Vacant Budgeted Positions (Request to Fill):

9. **Facility Management – Facilities Engineer Position. *Motion to refer to Human Resources to rewrite the job description for Mechanical Engineer and bring back in January:***

Facility Director, Bill Dowell, presented several handouts related to justification of the Facility Engineer position (attached) which he has requested to be filled. Dowell informed the committee there are 208 buildings in Brown County, valued at \$360 million, all of which need to be maintained and which require a project manager. He distributed a list of major projects that were worked on in 2010, along with a 10 year capital plan. Comparable numbers were provided if these engineering services were to be contracted out and purchase orders provided when contract services have been used in the past.

The request at the last committee meeting was to rewrite the job description. Director, Debbie Klarkowski, was able to provide this document (attached), although it was not provided in packet material.

Chairman Scray noted that the proper paperwork was not provided and asked that a special meeting of this committee be scheduled before the January 19th County Board meeting to review such document. Supervisor Zima also asked that changes made to the job description be highlighted.

Motion made by Supervisor Lund, seconded by Supervisor Erickson to refer approval of the Facilities Management – Facilities Engineer position to a special committee meeting to be held at 6:30 p.m. before the January 19th, 2011 County Board, MOTION APPROVED UNANIMOUSLY

10. **Highway – Laborer (Vacated 5/20/10):**

Commissioner, Brian Lamers, addressed the committee regarding his request for three (3) crew employees. Proper paperwork was provided in packet material and questions answered related to job description, duties, job performance measures, etc. Funds are included in the current budget.
Total Fiscal Impact - \$67,636.19 per employee, or a total of all three at \$202,908.58.

Motion made by Supervisor Erickson, seconded by Supervisor DeWane to approve three laborer positions in the Highway Department at a total fiscal impact for all three at \$202,908.58. MOTION APPROVED UNANIMOUSLY

11. **Port and Solid Waste – Part-time Scale Operator (Vacated 9/20/10):**

Chuck Larscheid addressed the committee related to his request for a part-time scale operator position which was vacated in September 2010. Larscheid explained this person will operate the truck scale at the Waste Transfer Station on Saturdays and fill in for the full-time operator when necessary. Total fiscal impact is \$21,449.48.

Motion made by Supervisor DeWane, seconded by Supervisor Brunette to approve a part-time scale operation position with a fiscal impact of \$21,449.48. MOTION APPROVED UNANIMOUSLY

Closed Session:

12. **Closed Session pursuant to Wis. Stats 19.985 (1)(e) to consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person referred to in such histories or data or involved in such problems or investigations. (Report on Fraud Investigation).**

Motion by Supervisor Lund, seconded by Supervisor Erickson to enter into closed session at 7:20 p.m. Roll Cal. All Committee Members Present. Also Present: Hinz, Zakowski, Mohr, Hoffman, Shoup, Supervisors Schuller & Andrews. MOTION APPROVED UNANIMOUSLY (Recording Secretary excused 7:25 p.m.)

Motion made by Supervisor Erickson, seconded by Supervisor Brunette to return to regular order of business at 8:40 p.m. MOTION APPROVED UNANIMOUSLY

13. **Closed Session: For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wis. Stats. 10.85 (1)(e). (Labor Negotiations).**
14. **Closed Session pursuant to Wis. Stats. 19.95 (1)(e) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Fox River Cleanup).**

Motion made by Supervisor Zima, seconded by Supervisor Lund to enter into closed session at 8:41 p.m. Roll Call: All Committee Members Present Also Present: Tom Hinz, Fred Mohr, Supervisor Andrews MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor DeWane, seconded by Supervisor Erickson to return to regular order of business at 9:18 p.m. MOTION APPROVED UNANIMOUSLY

Motion by Supervisor DeWane, seconded by Supervisor Erickson to pay the bills of Michael Best. MOTION APPROVED UNANIMOUSLY

Other:

25. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor DeWane and seconded by Supervisor Erickson to adjourn at 9:20 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR FEBRUARY 7, 2011 MEETING FOR APPROVAL AND PAYMENT**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
Atty. Frederick Mohr	2647M 4895	12/31/2010	\$ 4,075.50	Correction Officers, Bilgo, Facilities, Library, Telecommunicators, AFSCME
Michael, Best & Friedrich LLP	1135197 1135198	1/20/2011 1/20/2011	\$ 2,349.00 \$ 5,919.50	Fox River Cleanup- Insurance API and NCR V. George A. Whiting, et al
		Total ---	\$ 12,344.00	

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

RECEIVED

JAN 05 2010

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
December 31, 2010
Account No: 2647M

Correction Officers	\$634.50
Bilgo	\$39.00
Facilities	\$1,053.00
Library	\$487.50
Telecommunicators	\$3,042.00
AFSCME	\$2,047.50
	<u>\$7,303.50</u>

4075.50

Interest accrues at the rate of 1% per month on all balances over 30 days.

5

In Account With

FREDERICK J. MOHR LLC
ATTORNEY AT LAW

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BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
December 31, 2010
Account No: 2647-0M
Statement No: 4895

Correction Officers

Previous Balance \$634.50

Balance Due \$634.50

Account No: 2647-3M
Statement No: 4895

Bilgo

Previous Balance \$39.00

Balance Due \$39.00

Account No: 2647-6M
Statement No: 4895

Facilities

	Hours	
Review of Clarification Criteria	1.00	195.00
Drafting of Petition for Clarification	0.80	156.00
Letter to WERC	0.20	39.00
Attention to Letter from WERC	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

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BROWN COUNTY HUMAN RESOURCES

Facilities

Page: 2

December 31, 2010

Account No: 2647-6M

Statement No: 4895

	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
Review of Criteria for Unit Clarification	1.00	195.00
Letter to Kay	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Etten	0.20	39.00
Letter to Dowell	0.20	39.00
Attention to Letter from Dowell	0.20	39.00
For Current Services Rendered	5.40	1,053.00
Total Current Work		1,053.00
Balance Due		\$1,053.00

Account No: 2647-7M
Statement No: 4895

Library

	Hours	
Attention to Letter from Arbitrator	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

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BROWN COUNTY HUMAN RESOURCES

Library

Page: 3

December 31, 2010

Account No: 2647-7M

Statement No: 4895

	Hours	
Letter to Debbie	0.20	39.00
Review of Grievances	0.30	58.50
Letter to Arbitrator	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Etten	0.20	39.00
Attention to Letter from Etten	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Letter to Debbie	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
For Current Services Rendered	2.50	487.50
Total Current Work		487.50
Balance Due		\$487.50

Account No: 2647-8M
Statement No: 4895

Telecommunicators

Previous Balance \$1,014.00

	Hours	
Attention to Letter from Nackers	0.20	39.00
Letter to Nackers	0.20	39.00

In Account With

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BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 4

December 31, 2010

Account No: 2647-8M

Statement No: 4895

	Hours	
Preparation for Trial	1.40	273.00
Attention to Letter from Nackers	0.20	39.00
Attention to Letter from Nackers	0.20	39.00
Review of Documents	0.30	58.50
Letter to Nackers	0.20	39.00
 Preparation for Hearing	 0.50	 97.50
Attention to Letter from EEOC	0.20	39.00
Letter to Debbie	0.20	39.00
Attention to Letter from EEOC	0.20	39.00
Letter to Debbie	0.20	39.00
 Preparation for Hearing	 0.50	 97.50
Conference with Witnesses	1.40	273.00
 Attention to Letter from Attorney Schimmel	 0.20	 39.00
Letter to Attorney Schimmel	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
 Telephone Conference with Debbie	 0.20	 39.00
Letter to Attorney Schimmel	0.20	39.00
 Attention to Letter from Attorney Schimmel	 0.20	 39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
Letter to Attorney Schimmel	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
Letter to Debbie	0.20	39.00
Letter to Attorney Schimmel	0.20	39.00
Drafting of Settlement and Release	0.50	97.50
Letter to Debbie	0.20	39.00

In Account With

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BROWN COUNTY HUMAN RESOURCES

Telecommunicators

Page: 5

December 31, 2010

Account No: 2647-8M

Statement No: 4895

	Hours	
Letter to Attorney Schimmel	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
Drafting of Revisions	0.20	39.00
Letter to Attorney Schimmel	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
Letter to Attorney Schimmel	0.20	39.00
Letter to Debbie	0.20	39.00
For Current Services Rendered	10.40	2,028.00
Total Current Work		2,028.00
Balance Due		\$3,042.00

Account No: 2647-9M
Statement No: 4895

AFSCME

Previous Balance \$1,540.50

	Hours	
Study and Analysis of Private Employer Data	1.50	292.50
Attention to Letter from Debbie	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

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BROWN COUNTY HUMAN RESOURCES

AFSCME

Page: 6

December 31, 2010

Account No: 2647-9M

Statement No: 4895

	Hours	
Attention to Letter from Arbitrator	0.20	39.00
Review of Recent Arbitration Decisions	0.50	97.50
For Current Services Rendered	2.60	507.00
Total Current Work		507.00
Balance Due		<u>\$2,047.50</u>
Total Balance Due		<u><u>\$7,303.50</u></u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

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Telephone 608.257.3501

Michaelbest.com

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600**RECEIVED BY**
JAN 21 2011
Brown County
Corporation Counsel

Client: 018236

January 20, 2011
Invoice No: 1135197

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1135197

For Professional services rendered through December 31, 2010, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

12/1/10	A Wildeman	Begin reviewing draft settlement and release agreement proposed by Nationwide Insurance.	0.50	\$95.00
12/2/10	A Wildeman	Continue reviewing proposed settlement and release agreement.	0.80	\$152.00
12/6/10	D Crass	Review proposed markup of Continental Casualty settlement agreement; provide further comments and instructions to AJWildeman regarding same; exchange e-correspondence with counsel for Nationwide/Wausau and Continental providing instructions on wiring of settlement funds and related activities to resolve insurance claims.	1.50	\$637.50
12/6/10	A Wildeman	Review and mark up first draft of settlement and release agreement received from Continental Insurance; conference with DACrass and implement additional revisions; provide same to insurer for their review.	2.50	\$475.00
12/9/10	A Wildeman	Review email from Mr. Skardon regarding mark-up of release and settlement agreement; provide same to DACrass for review; telephone conference with Mr. Ryskoski regarding executed settlement agreement with Brown County and settlement payment procedure and timeline; conference with Michael Best accounting regarding same.	1.00	\$190.00
12/10/10	A Wildeman	Review various emails from Nationwide/Wausau regarding settlement payment; respond to same.	0.20	\$38.00
12/15/10	A Wildeman	Review emails from insurer; receive settlement check and deposit same to Michael Best trust account.	0.80	\$152.00
12/21/10	A Wildeman	Review insurance policies and materials in file; draft summary email to DACrass regarding coverage of actual costs or reasonable costs covered in insure.	0.40	\$76.00
12/22/10	A Wildeman	Telephone conference with Brown County Finance Director regarding payment of settlement to court and reimbursement from Michael Best to Brown County of insurance payment.	0.50	\$95.00

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

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Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

January 20, 2011
Invoice No. 1135197

Matter: 018236-0042 Fox River Cleanup - Insurance

12/23/10	A Wildeman	Make follow-up contact with Brown County and MBF Accounting Department regarding payment of settlement fee to the Court.	0.20	\$38.00
12/23/10	D Crass	Review comments from Continental regarding settlement agreement; prepare, revise and finalize response to same.	0.50	\$212.50
12/27/10	A Wildeman	Conference with client and MBF Accounting Department regarding issuance of settlement reimbursement check to Brown County.	0.40	\$76.00
12/28/10	R Exum	Review check received from Wausau and determine to which invoices the check related; update payment spreadsheet.	0.20	\$28.00
12/30/10	R Exum	Process defense invoice and request payment from insurers; update defense cost tracking chart; prepare letter to client with Wausau reimbursement.	0.60	\$84.00

Total Hours 10.10

Total Services \$2,349.00

Total This Matter \$2,349.00

Balance from previous statement \$4,580.75

Payments received 0.00

Current Balance \$6,929.75

MICHAEL BEST

& FRIEDRICH LLP

5

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

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Michaelbest.com

Client: 018236

Page 3

January 20, 2011

Invoice No. 1135197

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	7.3	\$190.00	\$1,387.00
D Crass	Partner	2	\$425.00	\$850.00
R Exum	Paralegal	0.8	\$140.00	\$112.00
Totals		10.10		\$2,349.00

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

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Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

January 20, 2011
Invoice No. 1135198

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1135198

For Professional services rendered through December 31, 2010, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

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JAN 21 2011

		Brown County Corporation Counsel	
12/2/10	R Exum	Organize and update bate stamp document files.	0.20 \$28.00
12/3/10	I Pitz	Read Government's filings in consent decree case.	1.80 \$675.00
12/6/10	D Crass	Review recent filings by US Department of Justice to determine follow-up actions in light of lodging of consent decree; exchange e-correspondence with DOJ Attorney Stone regarding same; office conference with IAPitz regarding same; telephone conference and e-correspondence with Attorney Luetscher providing further explanation and instructions regarding federal and state settlement.	2.00 \$850.00
12/9/10	R Exum	Telephone conference with Ms. Wolske regarding status of insurance payments	0.20 \$28.00
12/10/10	I Pitz	Review recent case correspondence.	0.60 \$225.00
12/15/10	I Pitz	Review and consult with co-defendants' counsel with respect to requests for extension of time for public comment on consent decree.	1.00 \$375.00
12/16/10	D Crass	Review correspondence from U.S. Government extending time to comment on consent decree; communications with client regarding same and overall timing of settlement.	1.00 \$425.00
12/22/10	D Crass	Office conference with AJWildeman to provide instructions regarding court registry payment on settlement amount and status of discussions with Continental.	0.50 \$212.50
12/27/10	D Crass	Review notice of extended comment period in Federal Register.	0.20 \$85.00
12/28/10	D Crass	Receive, review and respond to e-correspondence regarding Open Records Request from counsel for NCR seeking documents in support of federal settlement; confer with client and counsel for City of Green Bay regarding same; legal research regarding response to same relating to exemptions to mandatory disclosure; confer with IAPitz regarding same.	2.50 \$1,062.50

MICHAEL BEST

& FRIEDRICH LLP

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

One South Pinckney Street
P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

Client: 018236

Page 2

January 20, 2011
Invoice No. 1135198

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

12/28/10	A Wildeman	Begin reviewing emails from client and other attorneys regarding open records request and the proposed Consent Decree.	0.30	\$57.00
12/28/10	I Pitz	Review open records request and open records statute.	2.00	\$750.00
12/29/10	A Wildeman	Conference with DACrass regarding open records request.	0.10	\$19.00
12/30/10	I Pitz	Meeting with AJWildeman regarding public records request; consult with other parties' counsel regarding response to same.	2.50	\$937.50
12/30/10	A Wildeman	Conference with IAPitz regarding open records request.	0.50	\$95.00
12/31/10	A Wildeman	Continue reviewing internal correspondence regarding prior discovery production; obtain copies of same and submit to IAPitz for review.	0.50	\$95.00

Total Hours 15.90

Total Services \$5,919.50

Disbursements:

Total This Matter \$5,919.50

Balance from previous statement \$2,184.98

Payments received 0.00

Current Balance \$8,104.48

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Page 3

January 20, 2011

Invoice No. 1135198

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	1.4	\$190.00	\$266.00
D Crass	Partner	6.2	\$425.00	\$2,635.00
I Pitz	Partner	7.9	\$375.00	\$2,962.50
R Exum	Paralegal	0.4	\$140.00	\$56.00
Totals		15.90		\$5,919.50

MICHAEL BEST

& FRIEDRICH LLP

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

February 7, 2011

Departments for position approval process at Executive Committee:

Circuit Court – Court Coordinator (vacated 01/03/11)

Corporation Counsel – Lead Staff Attorney (will vacate 04/15/11)

Human Services – Economic Support Specialists (2 vacancies) (vacated dates of 01/24/11 & 2/14/11)

Human Services – Social Worker/Case Manager (vacated 1/10/11)

Veterans Services – Clerk Typist I (vacated 12/31/09)

CLERK OF CIRCUIT COURT

JASON B. BECK
CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS

MARY F. KIMMETH
CHIEF DEPUTY

NEIL BASTEN
FINANCIAL OPERATIONS MANAGER

January 5, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Director of Administration

FROM: Jason B. Beck
Clerk of Circuit Court

SUBJECT: Request to Fill – Court Coordinator, Clerk of Courts

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

- Yes, the Court Coordinator works directly with the Court in its daily operation and when not in court, performs legal and clerical work in Clerk of Courts Office.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Court Coordinator is responsible for monitoring 1/6 of criminal/traffic and civil caseloads as well as processing all paperwork for those cases. Assists with docketing of judgments, issuing transcripts and other duties related to Clerk of Courts Office. The Court Coordinator is responsible and has the authority to execute, by statute, all requirements of Clerk of Courts Office.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Court Coordinator's position is necessary to keep the assigned branch running properly and efficiently.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This is an essential position that must be filled in a timely manner.

2011 Cost of Budgeted Position
Court Coordinator

2011 Annualized Fiscal Impact:

	Court Coordinator
2011 Salary	\$ 41,022.93
2011 Fringe Benefits	<u>\$ 24,146.10</u>
Total 2011 Salary & Fringe:	<u>\$ 65,169.03</u>

Corporation Counsel

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600


John F. Luetscher

PHONE (920) 448-4006
luetscher_jf@co.brown.wi.us

FAX (920) 448-4003

December 21, 2010

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Director of Administration

FROM: John Luetscher, Corporation Counsel 
Corporation Counsel Office

SUBJECT: Request to Fill - Lead Staff Attorney Position
(Assigned to Child Support Agency)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

I have updated the position description, and the updated description was submitted to Human Resources.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The County is required to provide attorneys for child support enforcement pursuant to Wis. Stat. § 59.53 (6). Under the same section, those attorneys are responsible for child support enforcement and the establishment of paternity. Currently, there are three child support attorney positions authorized and filled by two full-time and one half-time attorney. The Lead Staff Attorney is one of the full-time positions.

It is essential to have a Lead Staff Attorney to supervise the other two attorneys assigned to support enforcement and to have an attorney assigned to serve as a liaison between the Child Support Agency and the County court system.

Besides the legal mandate, thousands of County residents, including many children, depend upon the agency and the legal work of the agency attorneys for child support enforcement. The public expects those services.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The caseload for the child support attorneys is constant and never ending, so the attorney either "sinks or swims". If the attorney cannot keep up, the attorney "sinks". If the attorney can keep up with the work, the attorney "swims". The Lead Staff Attorney provides supervision of the other child support staff attorney's work.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsourcing job responsibilities.

I do not see how the vacancy presents opportunities to streamline or reorganize operations. Currently, the Child Support attorney services are provided by two full-time and one half-time attorney. We were able to allow one full-time attorney to reduce hours to half-time, but the Director of the Child Support Agency and I do not believe further reductions are feasible. The Child Support attorneys must have an in depth and detailed understanding of all facets of child support enforcement, and they must interact with child support specialists on a daily basis. Outsourcing these services would not be practical or efficient.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There are budgeted funds sufficient to cover the cost of filling this position. Notably, the requirement the County provides child support enforcement attorneys is a rare "funded" mandate. One hundred percent of the salary and fringe benefits cost for this position are reimbursed through the State by the Federal government. The County pays for the position's "overhead" only.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The primary impact will be a growing backlog of child support matters for court. For example, the current waiting time to bring a child support matter to court might be 30 days. With a backlog, the delay could extend out to 60 – 90 days. Delays complicate matters and frustrate the public served by the agency.

2011 Cost of Budgeted Position
Lead Staff Attorney
Grade 24, Step 4

2011 Annualized Fiscal Impact:

	Lead Staff Attorney
2011 Salary	\$ 74,634.98
2011 Fringe Benefits	<u>\$ 28,518.02</u>
Total 2011 Salary & Fringe:	<u><u>\$ 103,153.00</u></u>

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

January 7, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care and healthcare (Badgercare Plus and Medicaid) programs. Due to several reasons, caseloads have increased dramatically in the past 5 years. Factors contributing to growth: economic downturn, easier access, state outreach campaigns, and policy changes to expand programs.

- The current caseload averages 650 cases per worker.
- Brown County Caseload Comparison:
 - Dec. 2007 – total caseload = 13,050; Foodshare **monthly** issuance = \$1.1 million
 - Dec. 2008 – total caseload = 15,003; Foodshare **monthly** issuance = \$1.6 million
 - Dec. 2009 – total caseload = 15,970; Foodshare **monthly** issuance = \$2.6 million
 - Nov. 2010 – total caseload = 16,546; Foodshare **monthly** issuance = \$2.8 million

Job responsibilities include:

- a. Eligibility determinations for new consumers.
 - County averages over 600 new requests every month.
- b. Eligibility re-determinations are conducted on a six month and annual basis.
 - County averages 1200 six month reviews each month.



Turning
Brown
Green

- County averages 1350 annual reviews each month.
- c. Prepares and attends Fair Hearings.
- d. Determines over and under payments.
- e. Fraud prevention responsibilities.
- f. Makes referrals for appropriate services and/or to additional community resources.
- g. Provides excellent customer service to the low income families we serve.

The Economic Support Specialist must meet the following State Performance Standards:

- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

Considerations should include consolidating, eliminating and/or outsource job responsibilities.

- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet monthly to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- Change and Information Center implemented 1/1/10. Goals and accomplishments:
 - a. Improve customer service
 - Increase agency response time by responding to phone calls immediately versus returning voice mail messages.
 - One phone number for consumers to remember and increased access to an eligibility worker.
 - Simplify the change reporting process for consumers.
 - b. Reduce agency workload
 - Create efficiencies to manage workload - allow other caseworkers to focus on intakes, reviews and other core duties.
 - c. Maintain high level of payment accuracy
 - Uniform processing of cases with consistent protocols for staff.
 - Identifies trends and problems; train.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all

Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.
 - Caseloads are being minimally maintained and all duties of the job are not able to get done.

2011 Cost of Budgeted Position
ESS Worker
Classification E, Step 1

2011 Fiscal Impact:

**3/1/11-
12/31/11**

2011 Salary

\$ 25,629.37

2011 Fringe Benefits

\$ 13,147.87

\$ 38,777.24

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

January 17, 2011

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Department of Administration

FROM: Ian Agar, Child and Family Unit Manager
Brown County Human Services

SUBJECT: Request to Fill Vacant Social Work/ Case Management Position in the
Children's Long Term Support Unit (CLTS)

One position is vacant in the CLTS unit at this time. The request is to fill one (1) vacant case manager in the CLTS unit.

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
Position description is up to date.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Children's Long Term Support Waiver is mandated and Brown County has been operating the program since 2004. As it is a waiver program, it carries with it some entitlement especially in regards to the Autism waiver. There are mandated standards and services that must be provided to those children enrolled on the program that are functionally and financially eligible to receive services through this program. Lapse in annual recertifications and review of eligibility of each participant would result in audit exceptions and carry possible disallowances and fines. The Intensive Autism Waiver is 100% funded by Federal and State dollars and it is anticipated that 20 Brown County children will be taken off the state wait list for Autism Services this year. When the state awards the funding Brown County is mandated to immediately enroll the child in the Autism Waiver.



BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Current case loads for this position range from around 40 to 50 Children's waiver cases per case manager, in addition to about 10 Family Support Cases per case manager, and a Handful of CCS cases can be anticipated for each case manager in the near future. This is similar or slightly higher than surrounding counties for caseload sizes. Also the number of individuals enrolled in CLTS and the Autism Waiver program is much higher than surrounding counties. The Children's Waiver program has a wait list of approximately 195 children waiting to be served. Minimum CLTS Waiver standards require that there must at least one monthly contact per participant, a six month and annual review to review eligibility, costs, and services delivery along with various other standards depending on the funding source of the child. No service can be delivered to the child without verification of funding, authorization of payment, and review of quality of service/outcome. Based on the number of CLTS clients enrolled these positions are necessary to meet the standard to receive the Federal and State funding and avoid audit exceptions.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Based on the number of individuals on the program the positions are needed to support the participants. Brown County serves over 300 children on this program. Average caseloads are high and would exceed the average of 40 -45 individuals on a caseload which is the standard accepted by the waiver programs in general.

Additional services mandated through the waiver program are about to be expanded, as the mandated operation of a Comprehensive Community Services (CCS) program within the Children's Waiver unit has not been fully operationalized, and once enacted will provide MA card services to children needing such services. Enrollment in the CCS program should be a potential cost saving in provision of the overall package of services provided in this unit. Streamlining of services or consolidation are not feasible at this time due to large case loads, complexity of programming, and need for additional training of staff to meet CCS program requirements for program implementation.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position is already budgeted for and generates Federal and State revenue through billing the waiver for case management time.



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Phone (920) 448-6000 Fax (920) 448-6166

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

In the shorter term of 3 months: Results of keeping the position open is loss of revenue as case management time is a billable service to the waiver. There will be a capacity issue to adequately meet the mandated standards for the funding that supports the services, reduced customer service response time and ability to respond to family's questions and needs. Monthly recertification dates for Individual Service Plans could lapse, and services provided may lose waiver funding source as payment during the period of the lapse before recertification occurs as the remaining workers work to cover the vacated positions caseloads.

More crisis calls can be anticipated as a result of the unavailability of a dedicated case manager, as matters that might normally be routinely addressed can build to crisis proportions due to reduction in face to face contact with clients and families. Case loads of the currently available staff will increase to about 55-60 cases.

A 6 month impact of not filling this position will likely impact the county financially with loss of revenue from case management time, possible delays in completing necessary eligibility reviews causing improper payments for services and decrease in the quality of services provided by Brown County due to limited resource of case management time to complete their work in a timely fashion and response time to families. The position does generate income that is lost.

Additional crisis costs and out of home placements could result from the inaccessibility of a case manager to meet the needs of the children and families served through this position.

A 12 month absence of a worker from this program could increase the risk of lost funding for not meeting deadlines as workload falls behind. This waiver is a combination of federal and state dollars in addition to county and Family Support dollars. With lack of staff time to enroll eligible cases that come with full federal and state funding the county would be leaving service dollars on the table for families in need. The longer the position is open increases the possibility of present workers in the CLTS unit not being able to meet deadlines for funding renewals, complete mandatory paperwork and adequately respond in timely fashion to families in need due to capacity issues with caseload sizes that are too large to manage which could harm the county financially with audit exceptions. It will delay enrollment of children off the wait list that have Federal and State dollars attached to them. In addition significant crisis costs and out of home placements could result from the inaccessibility of a case manager and the likelihood increases the longer the position remains unfilled.



**2011 Cost of Budgeted Position
SW/CM**

<u>2011 Fiscal Impact:</u>	3/1/11- 12/31/11
2011 Salary	\$ 43,933.50
2011 Fringe Benefits	<u>\$ 20,701.46</u>
	<u>\$ 64,634.96</u>

VETERANS' SERVICES

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

GERALD E. POLUS

PHONE (414) 448-4450 FAX (414) 448-4487

VETERANS SERVICE OFFICER

December 8, 2010

**To: Tom Hinz, County Executive
Debbie Klarkowski, Human Resource Manager
Ellen Sorenson, Director of Administration**

**From: Jerry Polus, Veterans Service Officer
Veterans Service Office**

Subject: Request to fill Clerk-Typist I position

1. The position description has been reviewed and updated.
2. The duties of this position are essential to our daily operations as it is the primary support position in our office that helps ensure good customer service and office efficiency.
3. The attached "new activity reports" for November, 2010 demonstrate the performance activity of this position.
4. This position have been carefully reviewed during the year and streamlined to make it value added for our office. A plan has been developed with Human Resources to consider upgrading this position to a Veterans Benefits Clerk by June 1, 2011 This would allow this person to work at a higher level to meet our client needs and reduce our staffing from 5.65 to 5.0 FTE's resulting in a cost savings to Brown County.
5. Budgeted funds are sufficient in the 2011 budget to fill this position. A cost savings could be realized if a current .65 Clerk-Typist I in our office successfully posts and is awarded this position as the vacant .65 position would be held open.
6. This position has been filled for 11 months with a temporary employee whose status will end December 31, 2010. A critical void will then exist and the Senior Benefits clerk and 2 Veterans Benefits clerks will have to be rotated into this role one day a week taking time away from seeing clients and working their case loads.

2011 Fiscal Impact
Veterans Office

Clerk/Typist I

<u>2011 Fiscal Impact:</u>	Annual Fiscal Impact	2011
2011 Salary	\$	30,388.00
2011 Fringe Benefits	\$	<u>19,524.29</u>
	\$	<u><u>49,912.29</u></u>

February 16, 2011

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION TO AUTHORIZE AGING AND DISABILITY
RESOURCE CENTER
TO PURCHASE COMMERCIAL BUILDING AT 331 SOUTH ADAMS STREET, GREEN
BAY, WISCONSIN

WHEREAS, the Aging and Disability Resource Center (ADRC) serves a population of elderly and individuals with disabilities with a broad array of services including:

- 1) Helping individuals determine available options when the need for assistance arises;
- 2) Providing functional and financial screens for individuals to determine needs and eligibility for funding to pay for long term care services;
- 3) Administering a nutrition program that includes lunch at various dining sites and the Homebound Meals Program;
- 4) Providing financial counseling and assistance with applications for various benefits;
- 5) Operating "Add Life" recreational health and wellness programs; and

WHEREAS, the ADRC is located at 300 South Adams Street and leases space for packaging and delivery of meals for the Homebound Meal Program at 2538 Western Ave., Green Bay, WI; and

WHEREAS, Brown County will enter a Long-Term Care District (Family Care) in 2012, and with the advent of Family Care, ADRC's workload particularly as it relates to Functional

Financial Screening for long-term care will increase substantially and there will be a need to add staff; and

WHEREAS, there is currently a commercial building listed for sale at 331 South Adams Street, Green Bay, across the street from ADRC; and

WHEREAS, the real estate for sale includes 12 parking spaces, and the building is a one-story office building that would meet ADRC's space needs; and

WHEREAS, the building will provide necessary office space for ADRC staff and space to be used for packaging and organizing homebound meals for delivery to over 300 homes each day; and

WHEREAS, the property at 331 South Adams Street is currently listed for sale at \$345,000; and

WHEREAS, ADRC has planned for its expansion for several years and has saved sufficient funds to purchase this property and make necessary improvements; and

WHEREAS, the Facility Master Plan Subcommittee has reviewed the ADRC's need for space and recommends the purchase of the building.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the ADRC is authorized to purchase the building and land listed for sale at 331 South Adams Street, Green Bay, Wisconsin.

Respectfully submitted,

ADMINISTRATION COMMITTEE

HUMAN SERVICES COMMITTEE

EXECUTIVE COMMITTEE

Approved By: _____

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Authored By: _____

Fiscal Impact: This resolution does not require an appropriation from General Fund. Funds for this planned expansion have been designated are available in the Aging Disability Resource Center budget in anticipation of this purchase.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Purchase of Building at 331 South Adams Street

This purchase would address one long range goal of the agency – a permanent location for the homebound meal program - as well as the need for additional office space when Family Care is implemented in Brown County.

The homebound meal program is now operated at space located at N.E.W. Curative's Cloud Center facility on Western Avenue. This space now fits our need. However, Curative's long range goal is to expand adult day care services and we would then need to vacate that space.

We have been searching for a facility that is centrally located with adequate parking around the facility to accommodate the number of volunteers who are needed to deliver the homebound meals. A central location is important because meals are delivered to the far east and west sides of Green Bay as well as Ashwaubenon, Allouez and Howard.

We now deliver 250 meals from the Cloud Center location. There are 18 routes serving between 16 and 22 persons on each route. We have 4 part-time staff with 16-18 volunteer drivers needed daily, as well as 4 volunteers needed for packing the meals for delivery. Drivers arrive between 10:30 a.m.-11:00 a.m. and return between 11:30 a.m. to 1:00 p.m.. Each driver uses a huge cooler for food that needs to be kept cool and electric bags that contain food that needs to remain heated. Carts are used to deliver these containers to the volunteers' cars.

We now also deliver 60 meals with three routes leaving the ADRC facility. These meals would be transferred to the new site if we purchase the building. We would also move nutrition program management to that location which would free-up one office at the ADRC location as well as be more efficient for the program.

When Family Care arrives, we will need to hire more staff to meet our contract requirements. The ADRC has maximized the space it can use for offices. Adding any more offices at this location would mean that we would need to take space from Add LIFE activities which would negatively impact our ability to continue providing programs for seniors and adults with disabilities.

Maintaining ADRC direct service staff in one location provides easy access for consumers and is more efficient for supervision and training. The building at 331 South Adams Street would allow us to move our Prevention and Quality Assurance staff to that location and keep all direct service staff (Information and Assistance Specialists & Benefits Specialists) together.

The ADRC requirements include maintaining an accessible, warm and welcoming facility with appropriate signage. We have put resources into the ADRC facility to meet these requirements.

Other Information:

Future costs to rent space from Curative:

Space for meal program— 1500 square feet

\$10,500 for meal program \$5,800 for office space

Building at 331 South Adams:

Asking price - \$345,000

Utilities estimate - \$4,000

Limited Appraisal – purpose to determine market value - May 28, 2006 – \$340,000

In 2008 – conference room was added at cost of \$8,000

Ground contamination – None found – Building. fully gutted and then re-built in 2006

Contractor – Bayland Buildings

ADRC Funds:

Dollars put aside in ADRC Facilities Fund

ADRC Budget:

Budget \$4,874,065 – Levy \$937,125

Levy – 20%

Federal - 32% Fed,

State – 41%

Pro Income/Other - 7%

phone: 920.432.1166

fax: 920.432.5456

toll free: 800.366.5169

Commercial Listing

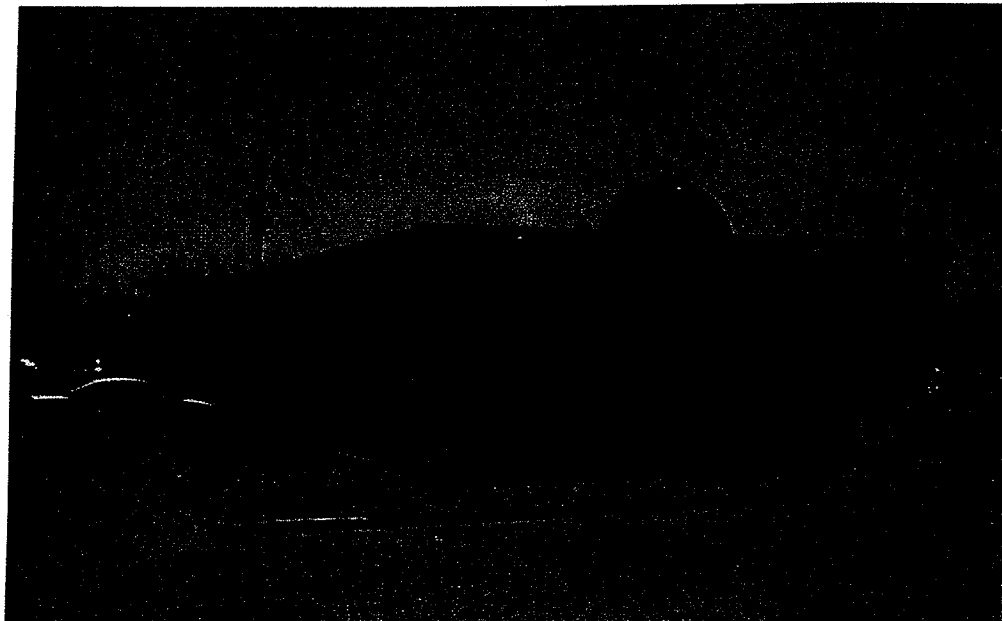
Listing # C1771

COMMERCIAL BUILDING
331 South Adams Street
Green Bay, WI 54301

Price: \$345,000

Terms: Cash at Closing

Information contained herein has been secured from sources we believe to be reliable, but we make no representation or warranties, expressed or implied, to the accuracy of the information. References to age, square footage and/or financial information may be approximate. Buyer must verify the information and bear all risk for any inaccuracies.



Visit this beautiful commercial building, fully remodeled in 2006, conveniently located downtown on busy South Adams Street.

The 2,800 sq ft building, with 200 amp service, is currently divided into 8 individual offices, 2 conference rooms and an open reception area with a built in reception desk. The floors are reinforced concrete and are carpeted throughout. The building features nice sized windows to enhance the office atmosphere. The 6,046 sq ft parcel includes 12 parking spaces.

The property is zoned Downtown One and Public Institution so there is a myriad of possibilities for this building.

Within walking distance of downtown municipal buildings, banking, restaurants and shopping, this is an ideal location to open or expand your business. Step inside to fully appreciate this desirable office space.

2009 Property Taxes - \$5,447.80

Contact: Michael J. Schwantes
Commercial Brokerage Division

Building Floor Plan

